

## CHAPTER 2

### CUSTOMIZING THE INSPECTION AND MAINTENANCE PROGRAM

#### 2-1. Introduction

No two CDC play areas are identical. Each play area contains different pieces of play equipment, different site elements, and different materials. Thus, the inspection and maintenance program must be customized for every CDC. This chapter describes how to assemble a customized inspection and maintenance manual for each age appropriate play area at the CDC. Figure 2-1 illustrates the process. When completed, the customized manual will include site-adapted checklists, maintenance schedules, and reference materials needed for inspecting and maintaining a CDC play area. The detailed directions provided in the following paragraphs are given as an example. These directions may be adapted to meet each installation's needs.

#### 2-2. Assemble supplies

The starting point to begin customizing the inspection and maintenance program is to assemble the following supplies for each age appropriate play area at the CDC: a three-ring binder, labels for the binder cover and spine, three-hole punched tabbed dividers, the recommended inspection questions and maintenance schedules provided in appendices B through E, a copy of the U.S. Consumer Product Safety Commission's (CPSC) *Handbook for Public Playground Safety*, a copy of American Society for Testing and Materials (ASTM) F 1292 and F 1487 standards, and a copy of the Army requirements for child safety in the outdoor play area (chap 3). The binders and tabbed dividers should be labeled.

a. **Obtain Copies of the DA Forms.** DA Form 7309-R, Child Development Center (CDC) Play Area Inventory, and DA Form 731 O-R, Child Development Center (CDC) Play Area Checklist, will be used to customize the inspection and maintenance program. Copies of these forms are available at the back of this manual. The forms will be locally reproduced.

b. **Label the Binders.** Label each binder cover and spine with the CDC name, name of the age appropriate play area, and the title "Inspection and Maintenance Manual" (e.g., Fort Strong Child Development Center, Preschool Play Area, Inspection and Maintenance Manual),

c. **Label the Tabbed Dividers.** Type the following tabbed divider labels for each manual:

- (1) Site-adapted play area inventory;
- (2) Baseline inspection checklist;
- (3) Daily visual inspection;
- (4) Periodic inspection checklist;
- (5) Annual inspection checklist;

- (6) Maintenance schedules;
- (7) CPSC guidelines;
- (8) ASTM standards, and;
- (9) Army child safety requirements.

#### 2-3. Conduct the play area inventory

The next step is to conduct a play area inventory using DA Form 7309-R, Child Development Center (CDC) Play Area Inventory. The play area inventory identifies all elements in each age appropriate play area—infant, toddler, preschool, and school age—and serves as the basis for customizing the inspection and maintenance program.

a. **The Importance of the Inventory.** A comprehensive list of all elements is the basis of the CDC inspection and maintenance program. Therefore, it is important that an accurate inventory of each play area be completed. Conduct a walking tour to ensure that each element is noted, including any changes that have occurred since the initial play area development, such as adding or removing play equipment or other elements.

b. **DA Form 7309-R.** DA Form 7309-R includes all the elements addressed in this manual. The elements listed are numbered to correspond to the recommended inspection questions and maintenance schedules provided in the appendix. Subcategory headings are listed in bold,

c. **Conducting the Play Area Inventory.** The CDC Director and DPW representative should then conduct a walking tour of each age appropriate play area and annotate DA Form 7309-R in accordance with the instructions that follow. Use a separate form for each age appropriate play area. Figure 2-2 illustrates a completed play area inventory using DA Form 7309-R.

(1) **CDC name.** Fill in the name of the CDC in Block 1.

(2) **Date of inventory.** Write the date in Block 2.

(3) **Name of play area.** Check the play area name in Block 3.

(4) **Number included.** During the walking tour of each play area, note the numbers of each element provided in the "number included" blocks in Columns 4 and 5. Care must be taken to identify less visible elements, such as irrigation systems.

(5) **Elements not listed on DA Form 7309-R.** If the play area includes elements which are not listed on DA Form 7309-R, write the names of these elements in the blank blocks provided in Columns 4 and 5. Note the numbers of each element provided in the "number included" blocks in Columns 4 and 5,

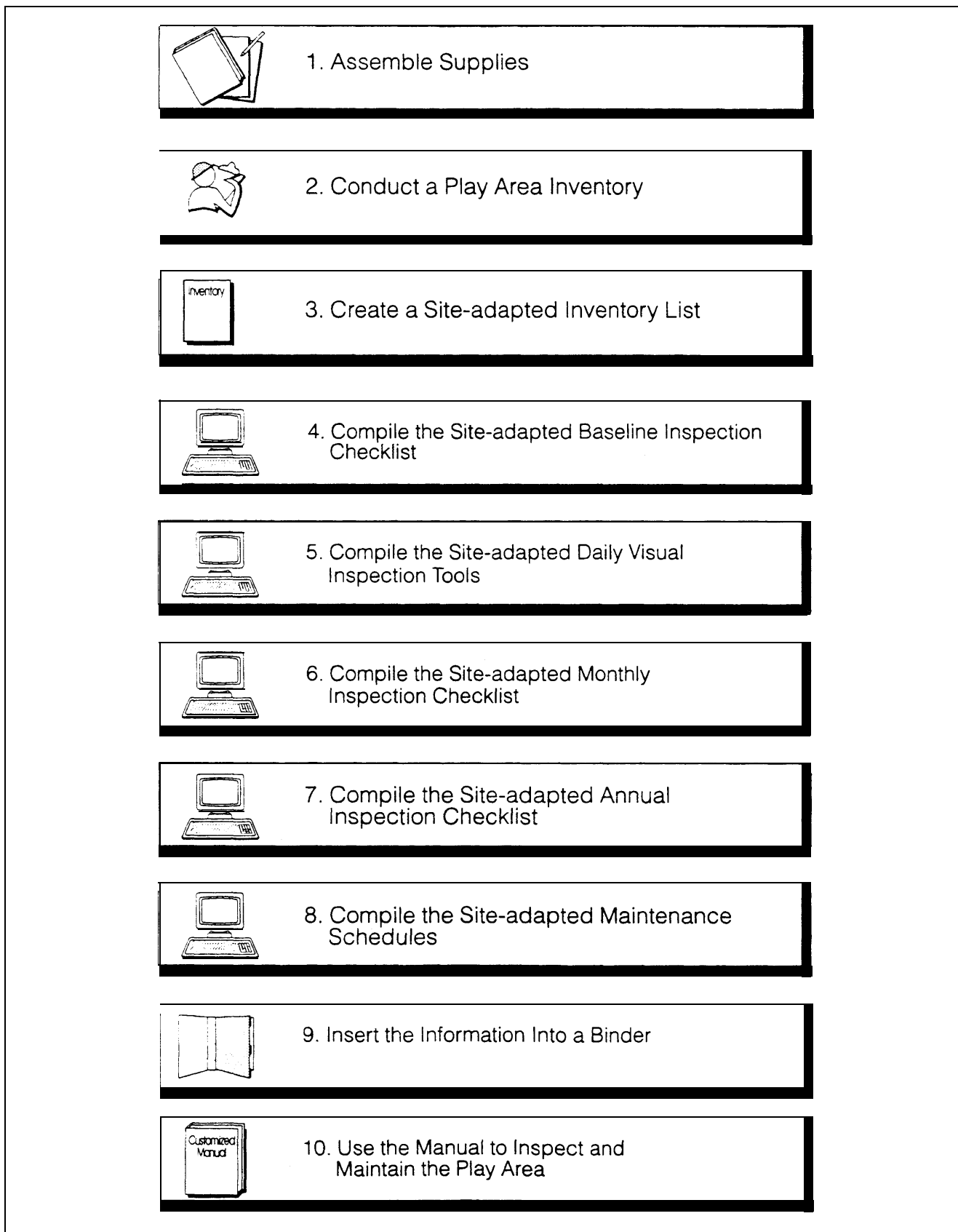


Figure 2-1: Assembling the customized inspection and maintenance manual.

CHILD DEVELOPMENT CENTER (CDC) PLAY AREA INVENTORY			
For use of this form, see TM-5-663; the proponent agency is USACE			
1. CDC NAME <b>FT. STRONG</b>		2. DATE OF INVENTORY <b>MAY 28, 1995</b>	
3. PLAY AREA <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age			
4. SITE ELEMENTS AND MAINTENANCE	NUMBER INCLUDED	5. PLAY ELEMENTS	NUMBER INCLUDED
<b>a. GENERAL SITE</b>		<b>a. COMPOSITE STRUCTURE PLAY EQUIPMENT</b>	
1. Boulder		26. Composite structure	1
2. Fencing and gates		27. Arch climber	
3. Pathways: hard surfaced	1	28. Bubble panel	
4. Pathways: wood chip	1	29. Clatter bridge	
5. Planter		30. Cleated ramp	1
6. Shade structure	1	31. Game panel	
7. Sign		32. Horizontal ladder	
8. Trellis		33. Ladders and stairs	2
		34. Net climber	1
		35. Nonclimbable enclosure	7
		36. Ring trek	
		37. Roof	1
		38. Slide	1
<b>b. GROUND COVER AND PLANT MATERIAL</b>		39. Stationary bridge	
9. Ground cover		40. Track ride	
10. Mulch	1	41. Tunnel/Tunnel slide	
11. Shrubs	1	42. Wheel	
12. Tree	6		
13. Turf	1		
		<b>b. PLAY ACTIVITY AREAS</b>	
<b>c. UTILITIES AND DRAINAGE</b>		43. Amphitheater	
14. Drinking fountain		44. Ball play area	1
15. Irrigation	1	45. Ball wall	
16. Sink	1	46. Crawl area	
17. Storm drain	1	47. Digging area	
		48. Platform	
<b>d. SAFETY SURFACING (within use zones)</b>		49. Play house	
18. Sand safety surfacing		50. Play station	3
19. Synthetic safety surfacing	1	51. Program pole	6
20. Wood product safety surfacing	1	52. Sand play area	1
		53. Sand and water table	
<b>e. SITE FURNISHINGS</b>		54. Storage/pram storage	
21. Bench		55. Swing	
22. Removable shade			
23. Table	5		
24. Trash receptacle	1		
		<b>c. TOYS AND LOOSE PARTS</b>	
<b>f. MAINTENANCE PRACTICES</b>		56. Toys and scrap material	
25. Weed and Pest Management Practices	1	57. Tricycle and wheeled toy	
		10	
6. INVENTORY CONDUCTED BY			
a.		b.	

DA FORM 7309-R, JAN 97

Figure 2-2: Sample completed DA Form 7309-R illustrating an actual inventory of a play area.

(6) *Signature.* In blocks 6a and 6b, staff completing the inventory will sign in the spaces provided.

## 2-4. Create a site-adapted play area inventory list

Once DA Form 7309-R is completed, create a site-adapted play area inventory list for each age appropriate play area based on the completed forms. Figure 2-3 provides a sample of a site-adapted play area inventory list developed from the example completed DA Form 7309-R (fig 2-2). The site-adapted inventory identifies elements to be addressed in the customized manual. For each play area at the CDC, type a site-adapted inventory list based on the completed DA Form 7309-R.

*a. Title the Page.* Type the CDC name and name of the play area at the top of the page. Title the page "Site-adapted Play Area Inventory."

*b. Include Each Subcategory Name.* Copy each subcategory from the completed DA Form 7309-R. Examples of subcategories include: general site, ground cover and plant material, utilities and drainage, etc.

*c. List and Number Elements Included in the Play Area.* Using the completed DA Form 7309-R, type the name of all elements included in the play area in each subcategory. Consecutively number each element listed. This numbering system is important because it will be used to refer to elements throughout the customized manual. The numbering system assists staff in locating information related to a specific element.

*d. Indicate the Quantity of Each Element Included.* If more than one of a particular element is included in the play area, indicate how many are included by typing the appropriate number in parenthesis after the element's name, e.g., "(6 included)."

## 2-5. Compile the site-adapted baseline inspection checklist

A site-adapted baseline inspection checklist should be compiled for each age appropriate play area using DA Form 731 O-R, Child Development Center (CDC) Play Area Checklist. A sample page of a site-adapted DA Form 731 O-R for baseline inspection is provided in figure 2-4. To compile the site-adapted form, select the recommended inspection questions needed from appendix B, identify any additional inspection questions needed, and produce the site-adapted checklist on DA Form 731 O-R. Directions for compiling a site-adapted baseline inspection checklist are as follows:

*a. Select the Recommended Baseline Inspection Questions.* Select one list of recommended baseline inspection questions from appendix B for each element identified in the site-adapted inventory. For composite structures, select the recommended baseline inspection questions for composite structures and the recommended inspection questions for each play event

included on the structure (e.g., slide, horizontal ladder, etc.). Put the selected inspection questions in the same order listed in the site-adapted inventory.

*b. Identify Any Additional Inspection Questions Needed.* Key staff, including the Installation Safety Officer, will review the recommended baseline inspection questions which were selected from the appendix. If any additional questions are needed to inspect the play area, add these questions to the list of recommended questions. Additional questions must be written so that a "NO" answer indicates a hazard and a "YES" answer meets inspection requirements.

*c. Produce the Site-adapted Baseline Inspection Checklist on DA Form 7310-7.* The play area baseline inspection will be conducted using the site-adapted DA Form 731 O-R. Instructions for producing the form follow.

(1) *CDC name.* In Block 1, type the name of the CDC.

(2) *Play area.* In Block 2, check the type of play area.

(3) *Type of inspection.* In Block 3, check "baseline".

(4) *Inspection questions.* In Block 5, each element in the play area will be listed in order and numbered to correspond with the numbering system used on the site-adapted inventory. After the element name, type the inspection questions needed to conduct a baseline inspection of that element.

*d. Second and Subsequent Pages.* Instructions for producing second and subsequent pages on DA Form 731 O-R follow.

(1) *CDC name.* In Block 1, type the name of the CDC.

(2) *Play area.* In Block 2, check the type of play area.

(3) *Type of inspection.* In Block 3, check "baseline".

(4) *Inspection questions.* In Block 5, continue to list each element in the play area in order and number the elements to correspond with the numbering system used on the site-adapted inventory. After the element name, type the inspection questions needed to conduct a baseline inspection of that element.

*e. Multiple Elements of One Type.* If more than one of a particular element is included in the play area, a separate set of inspection questions can be used to inspect each individual element or one set of inspection questions can be used for all elements of the same type. Figures 2-5 and 2-6 are sample pages of site-adapted DA Forms 731 O-R which include multiple elements of one type.

(1) *Using a separate set of inspection questions for each element.* If a separate set of inspection questions are to be used for each individual element, indicate the element's location in parenthesis after the name of the element (fig 2-5). Repeat the set of in-

FT. STRONG CHILD DEVELOPMENT CENTER  
PRESCHOOL PLAY AREA

Site-adapted Play Area Inventory List

General Site

1. Fencing and gates
2. Pathways: hard surfaced pathway
3. Shade structure

Ground Cover and Plant Material

4. Mulch
5. Shrubs
6. Tree (6 included)
7. Turf

Utilities and Drainage

8. Drinking fountain
9. Irrigation
10. Sink

Safety Surfacing

11. Synthetic safety surfacing
12. Wood products

Site Furnishings

13. Table (5 included)
14. Trash receptacle

Maintenance Practices

15. Weed and pest maintenance practices

Composite Structure Play Equipment

16. Composite structure
17. Cleated ramp
18. Ladders and stairs (2 included)
19. Net climber
20. Protective barrier (7 included)
21. Roof
22. Slide
23. Stationary bridge

Play Activity Areas

24. Ball play area
25. Platform (2 included)
26. Playhouse (3 included)
27. Program pole (6 included)
28. Sand play area
29. Swing

Toys and Loose Parts

30. Toys and scrap material
31. Tricycle and wheeled toy (10 included)

Figure 2-3: Sample of a play area inventory prepared from a completed DA Form 7309-R.

<b>CHILD DEVELOPMENT CENTER (CDC) PLAY AREA CHECKLIST</b> For use of this form, see TM 5-663; the proponent agency is USACE			Page ____ of ____
INSTRUCTIONS: Use this form for inspections of Child Development Center (CDC) play areas. If any of the inspection questions are answered NO, the appropriate corrective action must be performed. A CDC Play Area Safety Inspection Summary, DA Form 7308-R, must be completed for each play area after every baseline, periodic, or annual inspection.			
1. CDC NAME <b>Ft. Strong CDC</b>		2. PLAY AREA <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age	
3. TYPE OF INSPECTION <input checked="" type="checkbox"/> Baseline <input type="checkbox"/> Annual <input type="checkbox"/> Periodic: (Circle one)   Monthly   Bimonthly   Quarterly		4. DATE OF INSPECTION	
YES	NO	NA	5. INSPECTION QUESTIONS
			<b>1. Fencing and Gates</b>
			1. Are the fencing and gates free from loose, missing, or broken parts?
			2. Are the fencing and gates free from vandalism?
			3. Are metal materials free from rust, corrosion or bending of members?
			4. Are metal materials free from rough metal, sharp wire, and sharp edges or corners?
			5. Is all hardware present, securely attached, and without significant wear?
			Note: Wear is indicated by visible elongation, deformation, indentation greater than 2mm (1/16-inch), rust, corrosion, or stripping.
			6. Are fence fabrics intact with all tension wires and connections secure?
			7. Are gates well-lubricated and locking components in working order?
			8. Is the distance between fence and gate materials and the ground surface less than 75 mm (3 inches)?
			9. Are fencing and gates free of head entrapments?
			Note: Openings must meet all entrapment inspection criteria (chap 4).
6. INSPECTORS' SIGNATURES			
g.		h.	

DA FORM 7310-R, JAN 97

Figure 2-4: Sample of a completed DA Form 731 O-R illustrating a baseline inspection checklist.

7. CDC NAME <b>Ft. Strong CDC</b>			8. PLAY AREA <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age		Page ____ of ____
9. TYPE OF INSPECTION <input checked="" type="checkbox"/> Baseline <input type="checkbox"/> Annual <input type="checkbox"/> Periodic: (Circle one) Monthly Bimonthly Quarterly			10. DATE OF INSPECTION		
YES	NO	NA	11. INSPECTION QUESTIONS		
			<b>26. Playhouse (South)</b>		
			1. Is the playhouse free from loose, missing, or broken parts?		
			2. Is the playhouse free from vandalism?		
			3. Is the playhouse free of wet or icy surfaces when children are brought outdoors to play?		
			4. Is the walking surface free from loose and slippery material, e.g., sand, wood chips, leaves, etc?		
			5. Does the playhouse have a 1800 mm (72-inch) use zone free from any obstruction, including portable climbing equipment, trikes, and wheeled toys?		
			6. Are wood materials free from warping, wood rot, insect damage, and checking (cracks more than 600 mm (24 inches) in length and/or 6 mm (1/4-inch) in width)?		
			7. Are metal materials free from rust, corrosion or bending of members?		
			8. Are plastic materials unbroken and without chips or cracks, particularly at joints and connections?		
			9. Are wood materials free from splinters; loose or missing knots; and sharp edges or corners?		
			10. Are metal materials free from rough metal and sharp edges or corners?		
			11. Is all hardware present, securely attached, and without significant wear?		
			Note: Wear is indicated by visible elongation, deformation, indentation greater than 2 mm (1/16-inch), rust, corrosion, or stripping.		
			12. Is the playhouse free from chipped, peeling or worn paint?		

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Figure 2-5: Sample of a completed page 2 of DA Form 7310-R illustrating separate inspection questions for each individual element.

spection questions for every individual element, labeling each set of questions with the element's name and location. For example, if three playhouses are included in the play area, the inspection questions for playhouse will be repeated three times. The location of each playhouse will be indicated after the title, "Playhouse".

(2) *Using one set of inspection questions for multiple elements.* If one set of inspection questions is used for multiple elements of one type, list the quantity of elements that will be inspected using the set of inspection questions in parenthesis after the element's name on the site-adapted DA Form 731 O-R (fig 2-6).

f. *Page Numbering.* After all inspection questions needed to conduct a baseline inspection have been typed onto DA Form 731 O-R, complete the "Page\_ of \_" Block on each page of the site-adapted form.

## 2-6. Compile the site-adapted daily visual inspection tools

A site-adapted daily visual inspection list and log for documenting completed inspections should be compiled for each age appropriate play area. Directions for compiling these daily visual inspection tools are as follows:

a. *Develop the Site-adapted Daily Visual Inspection List.* Follow the steps below to develop a Daily Visual Inspection List and Log. A sample of a site-adapted daily visual inspection list is provided in figure 2-7.

(1) *Header.* Type the name of the CDC, name of the play area, and the title "Daily Visual Inspection List" at the top of the page.

(2) *Note.* Add a note describing procedures for inspection reporting which states: "Initial the Daily Visual Inspection Log after each inspection. All hazards must be corrected or hazardous elements closed to use. If any hazard requires repair by DEH, complete DA Form 7308-R, Child Development Center Play Area Safety Inspection Summary, and notify the CDC Director."

(3) *List of needed inspection items.* Key staff, including the Installation Safety Officer, will review the sample daily visual inspection list (fig 2-7) and customize it to meet the needs of the CDC play area. Additional inspection items can be added and non-applicable items deleted. Type the finalized list.

b. *Develop the Site-adapted Daily Visual Inspection Log.* Prepare a log for documenting completed daily visual inspections. The log should include a note regarding inspection reporting procedures. A sample of a site-adapted daily visual inspection log is provided in figure 2-8. Adapt this sample to meet the needs of each CDC play area.

## 2-7. Compile the site-adapted periodic inspection checklist

A site-adapted periodic inspection checklist should be compiled for each age appropriate play area using DA Form 731 O-R, Child Development Center (CDC) Play Area Checklist. A sample page of a site-adapted DA Form 731 O-R for periodic inspection is provided in figure 2-9. To compile the site-adapted form, select the recommended inspection questions needed from appendix C, identify any additional inspection questions needed, and produce the site-adapted checklist on DA Form 731 O-R. Directions for compiling a site-adapted periodic inspection checklist are as follows:

a. *Select the Recommended Periodic Inspection Questions.* Select one list of recommended periodic inspection questions from appendix C for each element identified in the site-adapted inventory. For composite structures, select the recommended periodic inspection questions for composite structures and the recommended inspection questions for each play event included on the structure (e.g., slide, horizontal ladder, etc.). Put the selected inspection questions in the same order listed in the site-adapted inventory.

b. *Identify Any Additional Inspection Questions Needed.* Key staff, including the Installation Safety Officer, will review the recommended periodic inspection questions which were selected from the appendix. If any additional questions are needed to inspect the play area, add these questions to the list of recommended questions. Additional questions must be written so that a "NO" answer indicates a hazard and a "YES" answer meets inspection requirements.

c. *Produce the Site-adapted Periodic Inspection Checklist on DA Form 7310-R.* The play area periodic inspection will be conducted using the site-adapted DA Form 731 O-R. Instructions for producing the form follow.

(1) *CDC name.* In Block 1, type the name of the CDC.

(2) *Play area.* In Block 2, check the type of play area.

(3) *Type of inspection.* In Block 3, check "periodic". Verify the necessary inspection frequency. Periodic inspections may be performed monthly, hi-monthly, or quarterly depending on the condition of the play area, age and type of equipment, type of safety surfacing material, and climate conditions (chap 1). Circle the appropriate frequency in Block 3.

(4) *Inspection questions.* In Block 5, each element in the play area will be listed in order and numbered to correspond with the numbering system used on the site-adapted inventory. After the element name, type the inspection questions needed to conduct a periodic inspection of that element.



7. CDC NAME <b>Ft. Strong CDC</b>			8. PLAY AREA <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age		Page ____ of ____
9. TYPE OF INSPECTION <input checked="" type="checkbox"/> Baseline <input type="checkbox"/> Annual <input type="checkbox"/> Periodic: (Circle one) Monthly Bimonthly Quarterly			10. DATE OF INSPECTION		
YES	NO	NA	11. INSPECTION QUESTIONS		
			<b>6. Trees (6)</b>		
			1. Is the tree free from broken stakes and protruding wires?		
			2. Does the tree receive sufficient water (25 mm (1-inch) per week) for health and vigor?		
			3. Is the tree free from broken, dead, or sharp branches?		
			4. Is the tree free from roots which may cause trip hazards?		
			5. Is the tree free from branches that protrude into the pathway overhead at a height of 2000 mm (80 inches)?		
			6. Are stakes and guy wires adjusted and removed when appropriate to prevent plant damage?		
			7. Is the tree pruned to maintain a natural looking appearance, maintain or reduce size, rejuvenate plants, and remove hazards?		
			8. Is a minimum 900 mm (36-inch) diameter bed of organic mulch maintained around the tree?		
			9. Is organic mulch maintained at a 100 mm (4-inch) depth?		
			10. Is insect infestation evaluated and treated by Certified Pesticide Applicators as described in AR 420-76?		
			11. Is plant disease evaluated and treated by Certified Pesticide Applicators as described in AR 420-76?		
			12. Is the tree fertilized using a subsurface method to maintain a healthy condition?		
			13. Are proper planting techniques employed to prevent plant and trunk damage?		
			14. Is the tree species nonpoisonous?		
			15. Are trees free from fruit and berries?		

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Figure 2-6: Sample of a completed page 2, DA Form 7310-R illustrating one set of inspection questions for multiple elements of one type.

Fort Strong Child Development Center  
Preschool Play Area

DAILY VISUAL INSPECTION

Initial the Daily Visual Inspection Record after each inspection. All hazards must be corrected or hazardous elements closed. If any hazard requires repair by DPW, complete a Child Development Center Play Area Safety Inspection Summary, DA Form 7308-R, and notify the CDC Director.

1. No trash.
2. No spills on or around trash receptacles.
3. No mushrooms or other fungi in the play area.
4. No known toxic plants or plants with thorns or berries in the play area.
5. No broken or sharp branches on trees or shrubs.
6. No unretracted irrigation heads.
7. No dirty, broken or clogged sinks and drinking fountains.
8. No clogged storm drains.
9. No insect infestation.
10. No rodents or other vertebrate pests.
11. No low areas or holes in sand or wood products used as safety surfaces in play equipment areas.
12. No animal feces or hidden debris in sand or wood products.
13. No frozen sand or wood product safety surfaces in play equipment areas when children go outdoors to play.
14. No outdoor temperature of 25° F or less when synthetic safety surfacing is used in play equipment areas.
15. No slippery materials, such as sand, gravel, leaves, soil, puddles, ice, or snow on synthetic safety surfaces.
16. No slippery material, such as sand, ice, snow, algae, moss, etc. , on hard surfaced pathways.
17. No slippery materials on play equipment decks, stairs, or rungs, such as water, ice, sand or leaves.
18. No toys, trikes, portable climbing equipment, or other obstructions in the play equipment area.
19. No toys or trikes which are not cleaned and stored as required.
20. No loose, missing or broken parts within the play area.
21. No sharp edges within the play area.
22. No metal surfaces on play equipment which are excessively hot or cold to the touch when children go outdoors to play.
23. No unsupervised loose part additions to the play equipment such as ropes, sheets and cardboard.

*Figure 2-7: Sample site-adapted daily visual inspection list.*

**Daily Visual Inspection Log**  
**Ft. Strong Child Development Center**  
**Preschool Play Area**

Initial the Daily Visual Inspection Log after each inspection.

**Note:**  
All hazards must be corrected or hazardous elements must be closed to use. If any hazard requires repair by DPW, complete a Child Development Center Play Area Safety Inspection Summary Form, DA Form 7308-R, and notify the CDC Director.

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

Figure 2-8: Sample daily visual inspection log.

<b>CHILD DEVELOPMENT CENTER (CDC) PLAY AREA CHECKLIST</b> For use of this form, see TM 5-663; the proponent agency is USACE			Page ____ of ____
INSTRUCTIONS: Use this form for inspections of Child Development Center (CDC) play areas. If any of the inspection questions are answered NO, the appropriate corrective action must be performed. A CDC Play Area Safety Inspection Summary, DA Form 7308-R, must be completed for each play area after every baseline, periodic, or annual inspection.			
1. CDC NAME <b>Ft. Strong CDC</b>		2. PLAY AREA <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age	
3. TYPE OF INSPECTION <input type="checkbox"/> Baseline <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Periodic: (Circle one)   Monthly   Bimonthly   Quarterly		4. DATE OF INSPECTION	
YES	NO	NA	5. INSPECTION QUESTIONS
			<b>1. Fencing and gates</b>
			1. Are the fencing and gates free from loose, missing, or broken parts?
			2. Are the fencing and gates free from vandalism?
			3. Are metal materials free from rust, corrosion or bending of members?
			4. Are metal materials free from rough metal, sharp wires, and sharp edges or corners?
			5. Is all hardware present, securely attached and without significant wear?
			Note: Wear is indicated by visible elongation, deformation, indentation greater than 2 mm (1/16-inch), rust, corrosion, or stripping.
			6. Are fence fabrics intact with all tension wires and connections secure?
			7. Are gates well-lubricated and locking components in working order?
			8. Is the distance between fence and gate materials and the ground surface less than 75 mm (3 inches)?
6. INSPECTORS' SIGNATURES			
a. _____		b. _____	
c. _____		d. _____	
e. _____		f. _____	
g. _____		h. _____	

DA FORM 7310-R, JAN 97

Figure 2-9: Sample of a completed DA Form 7310-R illustrating a periodic inspection checklist.

*d. Second and Subsequent Pages.* Instructions for producing second and subsequent pages on DA Form 731 O-R follow.

(1) *CDC name.* In Block 7, type the name of the CDC.

(2) *Play area.* In Block 8, check the type of play area.

(3) *Type of inspection.* In Block 9, check “periodic”.

(4) *Inspection questions.* In Block 11, continue to list each element in the play area in order and number the elements to correspond with the numbering system used on the site-adapted inventory. After the element name, type the inspection questions needed to conduct a periodic inspection of that element.

*e. Multiple Elements of One Type.* One set of inspection questions will be used to inspect multiple elements of one type. List the quantity of elements that will be inspected using the set of inspection questions in parenthesis after the element’s name on the site-adapted DA Form 731 O-R (fig 2-9).

*f. Page Numbering.* After all inspection questions needed to conduct a periodic inspection have been typed onto DA Form 731 O-R, complete the “Page of \_” Block on each page of the site-adapted form.

## 2-8. Compile the site-adapted annual inspection checklist

A site-adapted annual inspection checklist should be compiled for each age appropriate play area using DA Form 731 O-R, Child Development Center (CDC) Play Area Checklist. A sample page of a site-adapted Form 7310-R for annual inspection is provided in figure 2-10. To compile the site-adapted form, select the recommended inspection questions needed from appendix D, identify any additional inspection questions needed, and produce the site-adapted checklist on DA Form 731 O-R. Directions for compiling a site-adapted annual inspection checklist are as follows:

*a. Select the Recommended Annual Inspection Questions.* Select one list of recommended annual inspection questions from appendix D for each element identified in the site-adapted inventory. For composite structures, select the recommended annual inspection questions for composite structures and the recommended inspection questions for each play event included on the structure (e.g., slide, horizontal ladder, etc.). Put the selected inspection questions in the same order listed in the site-adapted inventory.

*b. Identify Any Additional Inspection Questions Needed.* Key staff, including the Installation Safety Officer, will review the recommended annual inspection questions which were selected from the appendix. If any additional questions are needed to inspect the play area, add these questions to the list of recommended questions. Additional questions must be written so that

a “NO” answer indicates a hazard and a “YES” answer meets inspection requirements.

*c. Produce the Site-adapted Annual Inspection Checklist on DA Form 7310-R.* The play area annual inspection will be conducted using the site-adapted DA Form 731 O-R. Instructions for producing the form follow.

(1) *CDC name.* In Block 1, type the name of the CDC.

(2) *Play area.* In Block 2, check the type of play area.

(3) *Type of inspection.* In Block 3, check “annual”.

(4) *Inspection questions.* In Block 5, each element in the play area will be listed in order and numbered to correspond with the numbering system used on the site-adapted inventory. After the element name, type the inspection questions needed to conduct an annual inspection of that element.

*d. Second and Subsequent Pages.* Instructions for producing second and subsequent pages on DA Form 731 O-R follow.

(1) *CDC name.* In Block 7, type the name of the CDC.

(2) *Play area.* In Block 8, check the type of play area.

(3) *Type of inspection.* In Block 9, check “annual”.

(4) *Inspection questions.* In Block 11, continue to list each element in the play area in order and number the elements to correspond with the numbering system used on the site-adapted inventory. After the element name, type the inspection questions needed to conduct an annual inspection of that element.

*e. Multiple Elements of One Type.* If multiple elements of one type are included in the play area, use the same procedures as those used to compile the site-adapted baseline inspection checklist. If more than one of a particular element is included in the play area, a separate set of inspection questions can be used to inspect each individual element or one set of inspection questions can be used for all elements of the same type (fig 2-5 and 2-6).

(1) *Using a separate set of inspection questions for each element.* If a separate set of inspection questions are to be used for each individual element, indicate the element’s location in parenthesis after the name of the element (fig 2-5). Repeat the set of inspection questions for every individual element, labeling each set of questions with the element’s name and location. For example, if three playhouses are included in the play area, the inspection questions for playhouse will be repeated three times. The location of each playhouse will be indicated after the title, “Play house.”

(2) *Using one set of inspection questions for multiple elements.* If one set of inspection questions is used for multiple elements of one type, list the quantity of elements that will be inspected using the set of

<b>CHILD DEVELOPMENT CENTER (CDC) PLAY AREA CHECKLIST</b> For use of this form, see TM 5-663; the proponent agency is USACE				Page ____ of ____
<b>INSTRUCTIONS:</b> Use this form for inspections of Child Development Center (CDC) play areas. If any of the inspection questions are answered NO, the appropriate corrective action must be performed. A CDC Play Area Safety Inspection Summary, DA Form 7308-R, must be completed for each play area after every baseline, periodic, or annual inspection.				
<b>1. CDC NAME</b> Ft. Strong CDC			<b>2. PLAY AREA</b> <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age	
<b>3. TYPE OF INSPECTION</b> <input type="checkbox"/> Baseline <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Periodic: (Circle one)   Monthly   Bimonthly   Quarterly			<b>4. DATE OF INSPECTION</b>  	
YES	NO	NA	<b>5. INSPECTION QUESTIONS</b>	
			<b>1. Fencing and gates</b>	
			1. Are the fencing and gates free from loose, missing, or broken parts?	
			2. Are the fencing and gates free from vandalism?	
			3. Are metal materials free from rust, corrosion or bending of members?	
			4. Are metal materials free from rough metal, sharp wires, and sharp edges or corners?	
			5. Is all hardware present, securely attached, and without significant wear?	
			Note: Wear is indicated by visible elongation, deformation, indentation greater than 2 mm (1/16-inch), rust, corrosion, or stripping?	
			6. Are fence fabrics intact with all tension wires and connections secure?	
			7. Are gates well lubricated and locking components in working order?	
			8. Is the distance between fence and gate materials and the ground surface less than 75 mm (3 inches)?	
<b>6. INSPECTORS' SIGNATURES</b>				
a. _____		b. _____		
c. _____		d. _____		
e. _____		f. _____		
g. _____		h. _____		

DA FORM 7310-R, JAN 97

Figure 2-10: Sample of a completed DA Form 7310-R illustrating an annual inspection checklist.

inspection questions in parenthesis after the element's name on the site-adapted DA Form 731 O-R (fig 2-6).

*f. Page Numbering.* After all inspection questions needed to conduct an annual inspection have been typed onto DA Form 731 O-R, complete the "Page of \_" Block on each page of the site-adapted form.

## 2-9. Compile the site-adapted maintenance schedules

To correlate with baseline, periodic, and annual inspections, a set of site-adapted maintenance schedules should be compiled for each age appropriate play area. To correlate with the daily visual inspection, each site-adapted maintenance schedule must address all elements within the play area. Directions for compiling the site-adapted maintenance schedules are as follows:

*a. Compiling Site-adapted Baseline, Periodic, and Annual Maintenance Schedules.* A sample page of a site-adapted maintenance schedule for baseline, periodic, and annual inspections is provided in figure 2-11. To compile the site-adapted maintenance schedules, select the tables needed from appendix E, identify the necessary maintenance standards and tasks, establish maintenance responsibilities, and produce the site-adapted maintenance schedules.

*(1) Select the maintenance schedules.* Select one maintenance schedule from appendix E for each element identified in the site-adapted inventory. For composite structures, select the composite structure maintenance schedule and one maintenance schedule for each play event included on the equipment (e.g., slide checklist, horizontal ladder checklist, etc.). Put the schedules in the same order as listed in the site-adapted inventory.

*(2) Identify the necessary maintenance standards and tasks.* The periodic and annual maintenance schedules include maintenance standards and tasks which correspond to each question included on the site-adapted DA Forms 731 O-R. If any questions have been added to the site-adapted forms in addition to those provided in appendices C and D, corresponding maintenance standards and procedures must be developed and written in the blank lines provided. If any inspection questions have been deleted when compiling the site-adapted forms, corresponding maintenance standards and tasks must also be deleted. Key staff, including the Installation Safety Officer and DPW, will review the maintenance schedules selected from appendix E and the site-adapted DA Forms 731 O-R to determine the required maintenance standards and tasks for the site-adapted maintenance schedules.

*(3) Establishing maintenance responsibilities.* Maintenance responsibilities vary from installation to installation. The following approach is recommended to assign responsibilities at each installation:

*(a) Identify responsibilities.* The CDC Director should meet with DPW to review the maintenance schedules. Responsibility for each maintenance standard and task will be determined. Indicate whether CDC or DPW is responsible for each task by typing or printing the name of the responsible agency next to each line of the play area maintenance schedule (fig 2-1 1).

*(b) Determine routine and requested tasks.* The CDC Director and DPW will determine which tasks will be completed routinely and which tasks will require a work order.

*(c) Assign staff.* Staff will be assigned to complete routine maintenance tasks.

*(4) Produce the maintenance schedules.* Using the site-adapted play area inventory as a guide, type a header at the top of each maintenance schedule. The header should include the name and number of the element addressed. This number will correspond with the numbering system used on the site-adapted inventory.

*b. Compiling the Site-adapted Daily Maintenance Schedule.* A sample of a site-adapted daily maintenance schedule is provided in figure 2-12. To compile the site-adapted daily maintenance schedule, use the example provided, identify the necessary maintenance standards or tasks, establish maintenance responsibilities, and produce the site-adapted daily maintenance schedule.

*(1) Use the maintenance schedule.* Select the sample maintenance schedule provided (fig 2-12).

*(2) Identify the necessary maintenance standards and tasks.* The daily maintenance schedule includes maintenance standards and tasks which correspond to each item included on the site-adapted daily visual inspection list. If any additional items have been added to the site-adapted inspection lists, corresponding maintenance standards and tasks must be developed. If any items have been deleted when site-adapting the inspection list, corresponding maintenance standards and task must also be deleted. Key staff, including the Installation Safety Officer and DPW, will review the sample maintenance schedule and the site-adapted daily visual inspection list to determine the required maintenance standards and tasks for the site-adapted daily maintenance schedule.

*(3) Establishing maintenance responsibilities.* Maintenance responsibilities vary from installation to installation. The following approach is recommended to assign responsibilities at each installation:

*(a) Identify responsibilities.* The CDC Director will meet with DPW to review the maintenance schedules. Responsibility for each maintenance standard and task will be determined. Indicate whether CDC or DPW is responsible for each task by typing or printing the name of the responsible agency next to each line of the play area maintenance schedule (fig 2-12).

*(b) Determine routine and requested tasks.* The CDC Director and DPW will determine which

## SYNTHETIC SAFETY SURFACING

MAINTENANCE STANDARDS		MAINTENANCE TASKS
<b>BASELINE:</b>		
Synthetic safety surfacing will comply with baseline inspection criteria.	Repair deficiencies noted upon inspection or replace as needed.	CDC/ DPW
<b>PERIODIC:</b>		
1. Synthetic safety surfaces will be free of loose material and foreign objects such as debris, sand, gravel, leaves, soil, and toys.	Pick up debris, toys, and wheeled toys; sweep surfacing to remove loose materials such as sand, gravel, leaves, and soil.	CDC
2. Synthetic safety surfaces will be firmly attached to the underlying surface.	Repair surfacing with materials and techniques recommended by the product manufacturer.	DPW
3. Synthetic safety surfaces will be free of abrupt changes in level greater than 6 mm (1/4 inch).	Repair surfacing with materials and techniques recommended by the product manufacturer.	DPW
4. Synthetic safety surfaces will be free of cuts, nicks or damaged areas.	Repair surfacing with materials and techniques recommended by the product manufacturer.	DPW
5. Synthetic safety surfaces will be free from exposed hardware and sharp edges.	Repair surfacing with materials and techniques recommended by the product manufacturer.	DPW
<b>ANNUAL:</b>		
1. Synthetic safety surfaces will be free of loose material and foreign objects such as debris, sand, gravel, leaves, soil, and toys.	Pick up debris, toys, and wheeled toys; sweep surfacing to remove loose materials such as sand, gravel, leaves, and soil.	CDC
2. Synthetic safety surfaces will be free from puddles, ice, and snow when children are brought outdoors to play.	Remove puddles, ice, and snow.	CDC
3. Synthetic safety surfaces will be monitored for cold temperatures which will reduce impact attenuation.	Close the play equipment area when the outdoor temperature is 25 degrees Fahrenheit or less.	CDC
4. Synthetic safety surfaces will be firmly attached to the underlying surface.	Repair surfacing with materials and techniques recommended by the product manufacturer.	DPW
5. Synthetic safety surfaces will be free of abrupt changes in level greater than 6 mm (1/4 inch).	Repair surfacing with materials and techniques recommended by the product manufacturer.	DPW
6. Synthetic safety surfaces will be free of cuts, nicks or damaged areas.	Repair surfacing with materials and techniques recommended by the product manufacturer.	DPW
7. Synthetic safety surfaces will be free from exposed hardware and sharp edges.	Repair surfacing with materials and techniques recommended by the product manufacturer.	DPW

Figure 2-11: Sample of appendix E annotated with who has the maintenance responsibilities.



Fort Strong Child Development Center  
Preschool Play Area

MAINTENANCE STANDARDS		MAINTENANCE TASKS	
<b>DAILY:</b>			
1. The play area will be free from trash.	Remove trash from the play area.		CDC
2. Spills on or around trash receptacles will be cleaned as they occur.	Clean spills as they occur.		CDC
3. The play area will be free from mushrooms and other fungi.	Remove mushrooms and other fungi.		CDC
4. The play area will be free from toxic plants and plants with thorns or berries.	Remove toxic plants and plants with thorns or berries.		CDC
5. Trees and shrubs will be free from broken or sharp branches.	Remove broken or sharp branches.		CDC
6. The play area will be free from unretracted irrigation heads.	Repair irrigation heads.		DPW
7. The play area will be free from dirty, broken or clogged sinks or drinking fountains.	Clean and disinfect or repair sinks or drinking fountains as needed.		CDC/DPW
8. The play area will be free from clogged storm drains.	Clear the inlet of debris, sand, leaves or other material to prevent standing water; clear out the drain as needed.		CDC/DPW
9. The play area will be free from insect infestation.	Contact installation pest management personnel for appropriate insect treatment.		CDC
10. The play area will be free from rodents or other vertebrate pests.	Trap and remove vertebrates.		CDC
11. Sand and wood products used as safety surfaces in play equipment areas will be free from low areas or holes.	Shovel or rake sand or wood products to fill low areas or holes caused by digging or play activities.		CDC
12. Sand and wood products will be free from animal feces and hidden debris.	Rake to expose hidden feces or debris; remove animal feces with a shovel.		CDC
13. Play equipment areas will be closed to use when sand or wood product safety surfaces are frozen which reduces impact attenuation.	Close play equipment areas to use when sand or wood products surfaces used for impact attenuation are frozen.		CDC
14. Play equipment areas will be closed to use when the outdoor temperature is 25°F or less and synthetic safety surfacing is used in play equipment areas.	Close play equipment areas to use when the outdoor temperature is 25°F or less and synthetic safety surfacing is used for impact attenuation.		CDC
15. Synthetic safety surfaces will be free from slippery materials, such as sand, wood chips, gravel, leaves, soil, puddles, ice or snow.	Sweep to remove loose materials; remove puddles, ice and snow.		CDC
16. Hard surfaced pathways will be free from slippery material such as sand, ice, snow, algae, moss, etc.	Remove slippery material.		CDC
17. Play equipment decks, stairs, and rungs will be free from slippery materials, such as water, ice, sand, or leaves.	Remove slippery materials.		CDC
18. The play equipment area will be free from obstructions such as toys, trikes, and portable climbing equipment.	Remove obstructions from the play equipment area.		CDC
19. Toys and trikes will be cleaned and stored as required.	Clean and store toys and trikes as required.		CDC
20. Elements within the play area will be free from loose, missing or broken parts.	Repair or replace loose, missing or broken parts. Parts recommended by the manufacturer will be used for all manufactured elements.		DPW

Figure 2-12: Sample of a site-adapted daily maintenance schedule.

MAINTENANCE STANDARDS		MAINTENANCE TASKS
<b>DAILY:</b>		
21. Elements within the play area will be free from sharp edges.	Refinish or replace parts to eliminate sharp edges.	DPW
22. Metal play equipment will be closed to use when surfaces are excessively hot or cold to the touch.	Close metal play equipment when surfaces are excessively hot or cold to the touch.	CDC
23. Play equipment will be free from unsupervised loose part additions, such as ropes, sheets and cardboard.	Remove unsupervised loose part additions from play equipment.	CDC

*Figure 2-12: Sample of a site-adapted daily maintenance schedule - continued.*

tasks will be completed routinely and which tasks will require a work order.

(c) *Assign staff.* Staff will be assigned to complete routine maintenance tasks.

(4) *Produce the maintenance schedule.* insert a header at the top of each maintenance schedule. The header should include the name of the CDC, name of the play area, and the title "Daily Maintenance Schedule." Maintenance standards and tasks will be numbered to correlate with items on the daily visual inspection list.

## 2-10. Insert the information into a binder

Insert the following information into the binder behind the appropriate tabbed dividers: site-adapted play area inventory list, site-adapted inspection checklists (DA Form 731 O-R), site-adapted maintenance schedules, CPSC guidelines, ASTM standards, and Army child safety requirements.

## 2-11. Use the customized manual to inspect and maintain the play area

Chapters three through six describe how the customized manual is used to inspect and maintain the CDC play area.